

## APPLICATION PACKET

For simple  
mechanical,  
commercial  
permits valued  
at less than  
\$10,000



Apply in person at the Permit Issuance Counter  
in DCLU's Applicant Services Center, 20th floor  
of Key Tower, 700 Fifth Avenue, (206) 684-7718.

# OTC Mechanical Permits

If you have a simple mechanical project (commercial) that does not require plan review, you may be able to take advantage of DCLU's streamlined Over-the-Counter (OTC) Mechanical Permit process. You can get a permit for qualifying mechanical work directly from the Permit Issuance Counter in our Applicant Services Center (ASC).

This flyer summarizes the scope of projects that qualify for this process and the information required for issuance. The application packet includes a simple checklist to make it easier to quickly review an application and determine eligibility.

It is important to note that the OTC Mechanical Permit process is limited in scope and not available for projects that involve any work in shoreline and/or historical districts, or that affect the exterior of the building (other than replacement of certain existing equipment as noted below). Mechanical projects requiring plans must still be applied for at the ASC information desk. Applications are accepted on a first-come, first-served basis during the hours noted on back.

## Determining if Your Project Qualifies

Work that qualifies for an OTC Mechanical Permit includes:

- Ductwork revisions and additions to existing duct systems. Includes registers, diffusers, grille vents, and up to 2 VAV boxes (fan boxes/VAV boxes without new strip heat).
- Replacement of equipment in kind, e.g., same fuel type, maximum total of 4 ton/48,000 BTU, weighing less than 500 lbs., within the building interior. **NOTE:** Replacement in kind of exterior units may be allowed if the only building envelope penetration is piping.
- Replacement in kind of unit heaters.
- Installation of bathroom exhaust fans on existing commercial systems.
- Residential bathroom, kitchen, dryer, laundry room or closet exhaust fans (for type II, IV, or V structures with individual unit venting systems). Each exhaust must terminate at the exterior wall of structure.
- New cooling-only units *located within the building interior* and serving only computer, printing, and refrigeration rooms. Equipment is limited to 4 tons/48,000 BTU total and a maximum equipment weight of 500 lbs. Qualifying work is limited to installation of one unit only for each computer/equipment room per OTC application. Heat pumps and units with heating capacity are not allowed.
- All work values shall not exceed \$10,000 except dwelling unit venting as described above for type III, IV, and V residential installations.

## Permit Limitations

Work that does not qualify for an OTC Mechanical Permit includes:

- Work on more than two adjacent floors (except for residential bathroom, kitchen, dryer, laundry room or closet exhaust fans for type III, IV, or V residential structures with individual unit venting systems).
- Alterations related to a change of use as defined by the Land Use Code.
- Work in a hospital, clinic, or medical lab (medical offices classified as Group B occupancies are okay).
- Work that involves heating equipment or new heating capacity.
- Work that involves fire dampers or stair and elevator pressurization fans.
- Commercial kitchen hoods.
- Work that requires penetrations through tenant or occupancy separation walls.
- Work that requires penetrations to the exterior walls or roof of any structure or affects the exterior walls or roof in any way (except for residential bathroom, kitchen, dryer, laundry room or closet exhaust fans for type III, IV, or V residential structures with individual unit venting systems).

## Permit Requirements

- Applicants should be aware that they must request and receive all required inspections.
- All OTC Mechanical Permits require that plans, sketches, or relevant shop drawings depicting the area of work and any other pertinent information be made available to the inspector on-site. Include equipment size and efficiency, duct size and type, and CFM delivered at each duct location. The completed application package must also be available to the inspector on-site.
- Permit fees are based upon the valuation of the work. The Fee Ordinance (also called the Fee Subtitle) is available for purchase at the DCLU Public Resource Center, located on the 20th floor of Key Tower at 700 Fifth Avenue, (206) 684-8467. It is also available online at [www.cityofseattle.net/dclu/about/dclufees.htm](http://www.cityofseattle.net/dclu/about/dclufees.htm).

## How To Apply

- Obtain an OTC Mechanical Permit **application packet** (like this one), available at the Applicant Services Center (ASC) Information Desk on the 20th floor of Key Tower at 700 Fifth Avenue. You may also download this packet from the DCLU website at [www.cityofseattle.net/dclu/publications/forms](http://www.cityofseattle.net/dclu/publications/forms) (see “OTC Forms” section).
- Complete the OTC Mechanical checklist, application request, and contractor disclosure form included in the application packet and bring it to the ASC. Sign in at the Information Desk or by using our self-help sign in terminal. The ASC operates on a first-come first-served basis and is open Monday, Wednesday, and Friday, 7:30 am-5:30 pm; and Tuesday and Thursday, 10:30 am-5:30 pm.
- If a contractor will perform the work, applicants must bring proof of state contractor’s license at the time of permit purchase.
- Full payment of permit fee is required upon application for the permit and is based upon value of the work to be performed.
- You may pay your permit fees with a check, cash, credit card, or by setting up an Escrow Account with the DCLU Cashier, located on the 20th floor of Key Tower. An Escrow Account form is available at [www.cityofseattle.net/dclu/publications/forms](http://www.cityofseattle.net/dclu/publications/forms).
- If you have questions about this application, please call the Permit Issuance Counter at (206) 684-7718.

